

## POSITION DESCRIPTION

**Title:** Children and Youth Program Coordinator (Non-sailing activities)  
**Reports to:** Director of Junior Sail Association  
**Location:** NYC Junior Sail – 27 Seaview Drive, North Sydney, NS  
**Status:** Full-time 40 hours per week  
**Term:** June 27, 2016 – August 26, 2016 (eight weeks)  
**Hourly rate:** \$10.70 per hour  
**Closing:** 5:00pm, June 24, 2016

***Note:** to qualify for this position, applicants must be 15-30 years old and have been a full-time student this last academic year and intend to return to full-time study in the fall of 2016.*

**Apply by email:** with a cover letter, resume and three references to:

Denis Astephen – Director of NYC Junior Sail  
27 Seaview Drive  
North Sydney, NS B2A 3M1  
[employment@northern yachtclub.ca](mailto:employment@northern yachtclub.ca)

## POSITION SUMMARY

The NYC Junior Sail Association offers Learn to Sail programs for children between the ages of 8-18. The Learn to Sail program provides sailing instruction as well as sport, recreation, arts and crafts activities for one and two-week sessions during the months of July and August.

The Children and Youth Coordinator will provide childcare support and programming and will be responsible for the physical, social, emotional and intellectual development of the children. The Coordinator will liaison with families and other Junior Sail employees to provide a safe, efficient and welcoming environment for children and youth.

The successful incumbent is expected to develop and implement activities appropriate to various age groups and abilities. The Coordinator will develop one and two-week non-sail program activities in collaboration with Junior Sail instructors to complement Learn to Sail programming.

## RESPONSIBILITIES

- Supervise groups of children at all times
- Plan curriculum and deliver programming in accordance with the goals and objectives of the Jr. Sail Association to foster maximum development for each child's potential and growth
- Develops relationships and communicates effectively any concerns and suggestions openly to co-workers, families and the Director
- Assists with payments and maintains accurate records
- Assists with the association communication to internal and external audiences
- Contributes to the overall maintenance and cleanliness of facility
- Keeps up to date with program information and behavior guidance policies
- Attends workshops and training as requested by the Director
- Maintains a professional image ensuring confidentiality, discretion, initiative, flexibility and a positive role model for children, parents and co-workers

- Maintains contact with all the children to meet their needs – security, protection, affection, discipline, stimulation, warmth and comfort; to respect each child’s abilities and provide unconditional acceptance
- Maintains physical and mental health suitable for contact with young children
- Carry out additional duties as assigned by the Director

## QUALIFICATIONS

- Minimum one-year experience in developing and implementing programs for children
- Education in Early Childhood Education, Social Work, Recreation, Therapeutic Recreation or Disability Services preferred.
- Experience working with diverse children and families, including people of different cultural and racial backgrounds, visible and invisible dimensions of diversity
- Experience working with participants with disabilities would be considered an asset
- Experience working in a team environment
- CPR and First Aid certificates; OH&S and WHMIS considered an asset
- Current and satisfactory criminal record check and child abuse registry check
- Strong computer skills: email, Word, Excel

## COMPETENCY PROFILE

**Leadership:** Motivates and inspires self and others to take action to achieve desired outcomes and the capacity to handle the challenges team development may present.

**Creativity and Innovation:** Develops new or adapts existing ideas to help us achieve desired results. Challenges the status quo to discover more effective ways of performing.

**Communication:** Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.

**Initiative:** Does the right thing at the right time without being asked.

**Planning and Organizing:** Establishes a clearly defined and effective course of action for self and others to accomplish short and long term goals.

**Judgment:** Makes sound judgments by analyzing facts, options and other pertinent information. Assesses risks. Remains flexible to alternatives.

**Commitment to Organization and Values:** Demonstrates and promotes a personal understanding of and appreciation for the NYC Junior Sail Association, Sail Nova Scotia and CANSAIL programs and values.